



17th November, 2022

Dear Parent/Guardian,

Glen Katherine Primary School is looking forward to another great year of teaching and learning and would like to advise you of Glen Katherine Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to provide a wider offering of subjects and special curriculum experiences.

Underlying the success and quality of the wide-ranging academic and co-curricular programs available to all students of Glen Katherine Primary School, it is the financial support that ensures we have the necessary materials and facilities to run programs successfully. We have made every effort to keep parent contributions for items to a minimum. We also try to ensure that the contributions requested are affordable for all parents.

Book Packs:

For 2023, we will again be outsourcing our Book Pack ordering process through the Rapid Office Choice Portal.

Please see next page under Education Items for Students to Own for further information on the Book Pack ordering process for 2023.

For further information on the Department's Parent Payment Policy please click on the following link <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely,

Gerard Fay
Principal

Chris Cunliffe
School Council President



Education Items for Students to own – 2023 Book Packs	Amount
<p>For 2023, we will again be outsourcing our Book Pack ordering process through the Rapid Office Choice Portal – https://schoolpacks.com.au/glen-katherine</p> <p>The ordering portal will open on 28th November 2022 and close on 20th December 2022. All ordered packs will be delivered to the school in January 2023 and will be available to pick up from school on 25th January, 2023. Details will be communicated closer to the date for book pack pickup.</p> <p>This year we have one consolidated student Book Pack which includes the necessary learning items that will be used to support the instruction of the standard curriculum program.</p> <p>Alternatively, parents can provide their own stationery – please contact the office for the required stationery list so we can ensure that all students have similar products.</p> <p>Learning Curve Diary/Planner that is used by students in years 3 6 as part of the GK Wellbeing Program. These can be purchased as part of the Book Pack ordering.</p> <p>Rubber Mats will be used by all students at assembly. These can be purchased as part of the Book Pack ordering.</p>	Prices and Bookpack list of learning items available on Rapid Choice Portal
<p>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</p>	
<p>Classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wood • Science – ingredients, books, shared classroom materials • Mathematics – class sets, numeracy blocks, calculators, maths kits • English – book boxes, class sets, readers, novels • Sports – general sports equipment, ribbons, materials 	\$120.00
<p>Online Subscriptions – allows home access to support learning</p> <ul style="list-style-type: none"> • Literacy, Numeracy, Reading, Learning Platform 	\$60.00
<p>ICT</p> <ul style="list-style-type: none"> • IT Tech Support 	\$12.00
<p>Printing and photocopying of worksheets and learning materials</p>	\$5.00
<p>Total Curriculum Contributions</p>	\$197.00

Other Contributions - for non-curriculum items and activities	Amount
Student Wellbeing Programs – Social & Emotional Learning	\$15.00
First Aid Contribution – First Aid Officer employed to cover lunch and recess breaks each day, provision of first aid supplies and support, management of medical conditions and administering of medication	\$35.00
School grounds maintenance and improvements – maintenance person employed to maintain school grounds and provide facilities support	\$60.00
Total Other Contributions	\$110.00

Tax deductible contributions	
Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Suggested amount \$65.00	

Extra-Curricular Items and Activities – provided on a user-pays basis

Glen Katherine Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
School camps for Junior, Middle and Senior Years	TBA
Interschool and alternative sports program for Senior Years. Approximately \$220.00	TBA
Each cohort will schedule an incursion/excursion each term. Activities will be advised throughout the year. Term incursion/excursion notice.	TBA
<ul style="list-style-type: none"> • Athletics carnival - entry and transport • Swimming carnival – entry and transport • Harmony Day • Book Week 	TBA
Total Extra-Curricular Items and Activities	TBA



Financial Support for Families

Glen Katherine Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Flexible Contribution arrangements

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Annette D'Elia, Business Manager

Ph: 03 9431 1599 | Email: annette.delia@education.vic.gov.au

Payment methods

- Compass
- Bpay
- EFTPOS
- Direct Credit

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.